

INFORMATION

This category covers material relating to planned dissemination of information on Agency operations; liaison with news media; arrangement of speaking engagements, and clearance of speeches and articles for publication; and use of communication techniques in support of Agency programs.

Extra-copy files of publications, speeches, articles, press releases, etc., are not included in the file categories given in this section. Use bookshelf or other storage apart from regular files for storage of this type of material.

EXCEPT: Procurement, printing, and reproduction of this material. See PRP.

EXCEPT: Audiovisual. See AV.

DISPOSAL AUTHORITY NCI-310-77-2

INF INFORMATION

General material too broad in scope to be filed under one of the more specific subjects below.

*** Retention Period ***

(item 130a)

Originating office:

Destroy when 3 years old.

(item 130b)

All other offices:

Destroy when 2 years old.

INF 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

(item 131a)

Originating office:

Retire to Federal Records Center (FRC) when 10 years old. Destroy when 20 years old.

(item 131b)

All other offices:

Destroy when superseded or obsolete.

EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.

*** Retention Period ***

INF 2 REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under INF 6 PROJECTS or Agency program reports which should be filed with specific program reports.

a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

(item 132a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 132b)

All other offices:

Destroy when no longer needed for reference but no longer than 3 years.

b. Agency copy of above reports.

(item 133a)

Originating office:

Destroy when superseded or obsolete.

(item 133b)

All other offices:

Destroy when 2 years old.

c. All other copies.

(item 134a)

Originating office:

Destroy when 2 years old.

(item 134b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

INF 2-1 Activity Reports

Summaries of specific action or work performed by INF personnel.

(item 3042a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS-23-1)]+

(item 3042b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. GRS-23-1)]+

INF 3 COMMITTEES, MEETINGS

Committees and meetings relating to administrative activities and functions not having long term significance. Subdivide committees and meetings, if necessary, and show name and date on folder.

(item 136a)

Originating office:

Destroy 2 years after termination of committee.

+[(Disp. Auth. GRS-16-8-a)]+

(item 136b)

All other offices:

Destroy when 2 years after termination of committee.

+[(Disp. Auth. GRS-16-8-a)]+

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes committees chaired by information representatives or committees to carry out responsibility of assignments.

(item 137a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

EXCEPT: Program committees or meetings which should be filed under the specific program category.

(item 137b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

INF 3-1 Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptance, and regrets.

(item 138a)

Originating office:

Destroy when 1 year old.

(item 138b)

All other offices:

Destroy when 1 year old.

INF 4 PUBLIC RELATIONS

Material related to maintaining relations or improving the public image of the Agency.

(item 139a)

Originating office:

Destroy when 3 years old.

(item 139b)

All other offices:

Destroy when 2 years old.

INF 4-1 Inquiries

Requests for information, publications, and printed material from the general public and replies thereto, involving no administrative action, no policy decisions, and no special compliance or research for reply.

(item 1074a)

Originating office:

Destroy when 3 months old. +[(**Disp. Auth. GRS 14-1**)]+

(item 1074b)

All other offices:

Destroy when 3 months old. +[(**Disp. Auth. GRS 14-1**)]+

EXCEPT: Requests for information under: Privacy Act (see INF 8); Freedom of Information Act (see INF 9).

(item 141a)

Originating office:

Destroy when 5 years old.

(item 141b)

All other offices:

Destroy when superseded or obsolete but no later than 2 years.

Precedent files of the above, used as reference in preparing replies to similar inquiries.

EXCEPT: Consumer Complaints. See PIV.

*** Retention Period ***

INF 4-2 Visitors

Material relating to foreign and domestic visitors. Includes material relating to technical assistance, foreign training programs, and other visitors from and to foreign countries.

(item 142a)

Originating office:

Destroy when 3 years old.

(item 142b)

All other offices:

Destroy when 2 years old.

INF 4-3 Press/Radio/Television

Use of these media in support of Agency programs. Includes press releases; radio and television scripts, prepared or issued; and clearance for same.

Agency issuances.

(item 143a)

Originating office:

PERMANENT. Retire to FRC when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

(item 143b)

All other offices:

Destroy when superseded or obsolete, or when 2 years old, whichever is sooner.

Departmental issuances.

(item 144a)

Originating office:

Destroy when superseded or obsolete.

(item 144b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

INF 4-3 *(continued)*

Unapproved and unissued.

(item 145a)

Originating office:

Destroy when 5 years old.

(item 145b)

All other offices:

Destroy when 2 years old.

INF 5 PUBLICATIONS

Development of publications by own organizational unit.
Includes clearances and copy of final publication.

a. Substantive publications describing the history, overall administration, and general policies of major Agency programs.

(item 146a)

Originating office:

PERMANENT. Retire to
FRC when 10 years old.

Transfer to NARA when 15
years old.

(item 146b)

All other offices:

Destroy when superseded
or obsolete, or no later than 3
years old.

b. All other publications, including those relating to routine operational procedures, brochures, public information handouts, and similar publications.

(item 146-1a)

Originating office:

Destroy when superseded
or obsolete or no later
than 3 years old.

(item 146-1b)

All other offices:

Destroy when superseded
or obsolete but no later than 3
years.

*** Retention Period ***

INF 5-1 Agency Newsletter

Publication of Agency program functions or accomplishments.

(item 147a)

Originating office:

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

(item 147b)

All other offices:

NONRECORD. Destroy when 3 months old.

INF 5-2 Program Newsletter

Publications of Agency functions or accomplishments.

(item 148a)

Originating office:

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

(item 148b)

All other offices:

NONRECORD. Destroy when 3 months old.

INF 6 PROJECTS

General material on projects.

(item 149a)

Originating office:

Destroy when 3 years old.

(item 149b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

INF 6 (*continued*)

Reference material.

(item 150a)

Originating office:

Destroy when superseded
or obsolete.

(item 150b)

All other offices:

Destroy when superseded
or obsolete.

Case file records and related correspondence on approved projects or task forces. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: INF 6 PROJECT NO. 00 (name of project) FY 76.

(item 151a)

Originating office:

Destroy 5 years after
completion of project.

(item 151b)

All other offices:

Destroy when 2 years old.

Proposed projects.

(item 153a)

Originating office:

Destroy when 5 years old, if
no further action is
taken.

(item 153b)

All other offices:

Destroy when 2 years old.

Work papers and draft reports of project.

(item 154a)

Originating office:

Destroy 3 years after
completion of project
and final report.

(item 154b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

INF 7 SPEECHES

Developed and prepared by own organizational staff.
Includes clearances and final copy.

Speeches containing policy statements made by the
Administrator, Associate Administrator, Deputy
Administrator/Director, or Program/Division Director.

(item 155a)

Originating office:

PERMANENT. Retire to
FRC when 10 years old.
Transfer to NARA when 15
years old.

(item 155b)

All other offices:

NONRECORD. Destroy
when 3 months old.

Other speeches.

(item 156a)

Originating office:

Destroy when 2 years old.

(item 156b)

All other offices:

NONRECORD. Destroy
when 3 months old.

INF 8 PRIVACY ACT REQUESTS

Requests for and response to the public for information
under the Privacy Act. Includes supporting papers.
Specific requests may be case filed under this category if
needed.

(item 157a)

Originating office:

See GRS 14, Items 21 - 26
for detailed disposition
guidance.

EXCEPT: Any fees or collections for information. File
this material under FIS and cross-reference here.

(item 157b)

All other offices:

Destroy when 1 year old.

EXCEPT: Material relating to the Act. See LEG.
Material on Agency policy on the Act. See INF 1.

*** Retention Period ***

**INF 9 FREEDOM OF INFORMATION ACT (FOIA)
REQUESTS**

Requests for and responses to the public for information under the FOIA. Includes supporting papers. Specific requests may be filed under this category if needed.

EXCEPT: Any fees or collections for information. File this material under FIS and cross-reference.

EXCEPT: Material relating to the Act. See LEG. Material relating to Agency policy under the Act. See INF 1.

(item 158a)

Originating office:

See GRS 14, Items 11 - 15 for detailed disposition guidance.

(item 158b)

All other offices:

Destroy when 1 year old.